

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #05
(2452)
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Vernal, UT 84078
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Records Officer Lenna Reed

21399	Accident and incident reports
24833	Citations
24834	Warning citations

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 21399

1

TITLE: Accident and incident reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Uintah County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Driving Under the Influence (DUI) reports, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 21399

TITLE: Accident and incident reports

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9) and (38) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24833

3

TITLE: Citations

DATES: 1985-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a copy of a citation issued by section officers to drivers violating motor vehicle and traffic laws. It usually includes name, address, date of birth and sex of driver; driver license number and state; vehicle license number, state and expiration date; date, time and location of occurrence; nature of alleged violations; and trooper signature and badge number. Citations may also be issued for other misdemeanor offenses.

RETENTION:

Retain 2 years in office.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Legal

This retention is based upon Municipal General Records Retention Schedule item 21-48 and County General Records Retention Schedule item 16-49.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24833

TITLE: Citations

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24834

3

TITLE: Warning citations

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records document the issuance of warnings to motorists in Utah. Information includes the name, address, date of birth, and sex of driver; driver license number and state; vehicle license number, state and expiration date; date, time and location of occurrence; nature of alleged violations; trooper signature, badge number, section, and district. The citations are turned in by the officers for every weekly reporting period.

RETENTION:

Retain 1 year in office.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24834

TITLE: Warning citations

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009